

ACADEMIC POLICIES AND PROCEDURES MANUAL
ADVANCED EDUCATION PROGRAMS
IN ENDODONTICS, ORTHODONTICS AND DENTOFACIAL ORTHOPEDICS,
AND PERIODONTICS
STONY BROOK UNIVERSITY SCHOOL OF DENTAL MEDICINE

Approved by Faculty Council: June 21, 2021

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I. INTRODUCTION

The Academic Policies and Procedures Manual is the official document detailing the expectations, regulations, rights and due process for advanced education students* attending Stony Brook University School of Dental Medicine. Any individual who enrolls in the Stony Brook University School of Dental Medicine voluntarily places himself/herself under the rules and regulations of the University and the School, and agrees to abide by them. Therefore, advanced education students, faculty and administrative personnel need to be familiar with these regulations.

The faculty of the School of Dental Medicine established these policies and procedures in compliance with the Commission on Dental Accreditation (CODA). Advanced education students should refer to the following resources available in the Office of Education for additional information regarding applicable policies, procedures and standards: *University Student Conduct Code* and the American Dental Association (ADA) Code of Professional Conduct. Student behavior is also governed by the School of Dental Medicine Honor Code.

These policies and procedures were endorsed by the Faculty Council of the School of Dental Medicine to serve as guidelines for academic actions and decisions regarding the advanced education programs for non-GME students. The program directors have been charged with interpreting and applying the provisions herein. While every effort is made to provide accurate and current information, the School of Dental Medicine reserves the right to change policies, procedures, programs, and other matters without notice when circumstances dictate.

*The terms student and advanced education student are used interchangeably throughout this document.

II. REQUIREMENTS FOR ACADEMIC PROMOTION OR ADVANCEMENT

Graduates of specialty education programs provide unique services to the public. While there is some commonality with services provided by specialists and general dentists, as well as commonalities among the specialties, the education standards developed to prepare graduates of specialty programs for independent practice should not be viewed as a continuum from general dentistry. Each specialty defines the educational experience best suited to prepare its graduates to provide that unique specialty service.

The program of study and sequence of courses for the advanced education programs in the specialties are established by the program director of each program in compliance with the specialty specific standards. It is the responsibility of the individual program director to periodically, but at least semi-annually, assess the progress toward (formative assessment) and achievement of (summative assessment) competencies for the specialty using formal evaluation methods. The program director will provide the advanced education students an assessment of their performance, at least semiannually and advance them to positions of higher responsibility only on the basis of an evaluation of their readiness for advancement.

The program director will maintain a personal record of evaluation for each advanced education student which is accessible to the advanced education student and available for review during CODA site visits.

1. REQUIREMENTS FOR RECEIPT OF A CERTIFICATE IN A SPECIALTY

A certificate in a specialty will be conferred by Stony Brook University upon those persons who have fulfilled the following comprehensive requirements:

- Filed satisfactory evidence of having met the requirements for admission;
- Attended at a minimum the number of months in the program as specified by the respective specialty standards. If the advanced education student is a student who is simultaneously matriculated in another academic program (i.e., Ph.D. in a science), the educational experiences, including clinical experiences and responsibilities, are the same as required by all students; and there are an equivalent number of months spent in the program;
- Satisfactorily completed all course work, examinations, mandatory academic exercises, and minimal clinical accomplishments;
- Achieved the knowledge and skills beyond the DDS/DMD training that satisfy the accepted CODA standards for the respective specialty (i.e., the core competencies);
- Maintained acceptable academic ethics and professional behavior, as delineated by the School of Dental Medicine Honor Code, Academic Policies and Procedures, as well as, but not limited to the *ADA Code of Professional Conduct*, applicable state and federal laws, and generally accepted standards of professional behavior;
- Paid all tuition, fees and fines in full;
- Completed all exit surveys monitored/conducted by the program director.

All requirements for the specialty certificates must be met within the time of initial matriculation through the minimum time specified for the specialty. This does not apply to advanced education students in a combined certificate/degree program (e.g., Ph.D.) or other approved programs.

2. EVALUATION OF FACULTY AND THE CURRICULUM BY ADVANCED EDUCATION STUDENTS

The Office of Education and the Program Director provide mechanisms for continuous student input regarding the course objectives, instruction, presentations and other curricular criteria as part of the individual program's outcomes assessment process. Students will be required to complete forms and/or surveys (some of which are available on New Innovations) evaluating course and instructor effectiveness, modes of instruction, sequence and assessment.

3. EVALUATION OF ADVANCED EDUCATION STUDENTS

Grading and Evaluative Comments:

The evaluation of competence is an ongoing process that requires a variety of assessments that can measure the acquisition of knowledge, skills and values necessary for specialty-level practice. It is expected that programs develop and periodically review evaluation methods that include both formative and summative assessments. The grading system is as follows:

- **Pass;** Advanced education student performing at or above average level of knowledge or skill expected at his/her level of development.
- **Fail;** Level of performance is unacceptable.
- **Incomplete;** Used when an advanced education student does not complete the required course work by the stated end of a course due to circumstances beyond his or her control.
- **Withdrawal;** Used if an advanced education student is given permission to withdraw from a course in progress prior to taking the final examination or completing the equivalent course requirements, with the expectation of taking it over again in the future. This grade will also be used for any uncompleted courses in the event that a student withdraws from the School of Dental Medicine prior to the completion of these courses.

4. DUE PROCESS

The due process policies and procedures for adjudication of academic and disciplinary complaints parallel, where appropriate, the specific written due process policies and procedures established by the School of Dental Medicine and the University for its academic programs.

5. ETHICAL CONDUCT AND PROFESSIONAL BEHAVIOR

The profession has a duty to consider patients' preferences, and their social, economic and emotional circumstances when providing care, as well as to attend to patients whose medical, physical and psychological or social situation make it necessary to modify normal dental routines in order to provide dental treatment. These individuals include, but are not limited to, people with developmental disabilities, cognitive impairments, complex medical problems, significant physical limitations, and the vulnerable elderly. The advanced education programs reconfirm and emphasize the importance of educational processes and goals for comprehensive patient care and encourage patient-centered approaches in teaching, research and oral health care delivery. The programs adhere to ethical principles of honesty, compassion, kindness, respect, integrity, fairness and charity, as exemplified on the ADA Principles of Ethics and Code of Professional conduct and the ADEA Statement on Professionalism in Dental Education.

Advanced education students are preparing for a career that demands the highest standards of honor, ethics, and professional behavior and appearance. Stony Brook University School of Dental Medicine promotes a sense of mutual respect among patients, faculty, staff, residents and students. Certain behaviors, such as violence, harassment and discrimination are inherently destructive to teacher-student, student-patient, and student-student relationships. Other behaviors, such as making demeaning or derogatory remarks, or giving destructive criticism, are also inappropriate and interfere with professional development. Advanced education students are expected to become familiar with and follow any written

rules of conduct and professional behavior at any academic, clinical or research site in which the student trains (e.g., University Hospital Ethics & Compliance Guide).

Advanced education students found to have committed unethical acts or behaved in an unprofessional manner (as delineated by the School of Dental Medicine Honor Code, Academic Policies and Procedures, as well as, but not limited to the *ADA Code of Professional Conduct*, applicable state and federal laws, and generally accepted standards of professional behavior) will be brought to the attention of the Program Director. After evaluation of the record, the Program Director may place the student on academic probation and may require an individualized remedial program in ethics and/or professionalism. Depending on the severity of the infraction, the Program Director may consider and recommend immediate dismissal from the program.

6. REINSTATEMENT TO GOOD STANDING

After a student who has been placed on academic probation has completed the required remediation, the Program Director will review the results on the remediation and the student's academic record and determine whether or not the student will return to good standing.

- A student who has been placed on academic probation for failing a course will be returned to good standing upon satisfactory completion (passing) of the course.
- A student who has been placed on academic probation for failing to maintain acceptable academic ethics and professional behavior will be reinstated to good standing upon satisfactory completion of the remediation program specified by the Program Director, and receiving satisfactory formative and/or summative assessments on ethics and professionalism.

7. ACADEMIC INTEGRITY

The fundamental rules of academic integrity are of prime importance to the institution, and breaches are taken seriously. The following are examples of breaches of academic integrity:

- **Cheating:** Dishonesty of any kind with respect to examinations, course assignments, alteration of records, or possession of examinations (i.e., in violation of the course policy or director) shall be considered cheating. It is the responsibility of the advanced education student not only to abstain from cheating, but also to avoid the appearance of cheating, and to guard against facilitating cheating by others. Students who cheat, and students who help others cheat, are equally guilty of wrongdoing. Students should also do everything possible to induce respect for the examining process and for honesty in the performance of assigned tasks in and out of class.
- **Fabrication:** Advanced education students and professionals are expected to be honest in their representations of fact and to not report as true information they do not know to be true. Reporting false information in research or patient care settings is dishonest and in violation.
- **Plagiarism:** Honesty requires full acknowledgement of any ideas or materials taken from another source for either written or oral use. Any advanced education student who fails to give credit for ideas or materials taken from another source has committed an act of plagiarism. The language or ideas taken from others may range

from isolated formulas, sentences or paragraphs, to entire sections of books, scientific articles, speeches or the writings of others. Plagiarism also includes offering someone else's work as one's own or submitting without acknowledgment materials assembled or collected by others in the form of projects or collections.

- **Scientific Misconduct:** Advanced education students involved in research are expected to conduct themselves according to the highest standards of scientific integrity. If participating in the research process, students must avoid intentional or gross negligence leading to fabrication of the scientific message or a false credit or emphasis given to a scientist. Anyone conducting research involving human subjects is required to undergo training in the ethical conduct of research and have their research protocol reviewed by the Committee Overseeing Research Involving Human Subjects.
- **Appropriate Identification:** It is improper for advanced education students to present themselves to patients or others as specialists. In the clinical setting, advanced education students should visibly wear an official Stony Brook name badge, which shows the name and picture as identification as an advanced education student.

8. ADVANCED EDUCATION STUDENT ATTENDANCE AND PARTICIPATION IN CURRICULUM

In general, attendance is mandatory for all classes, laboratory and clinic sessions at the School of Dental Medicine (unless otherwise stated by the course director and in the course syllabus). Classes are scheduled to begin "on the hour" and end "10 minutes before the hour." Course directors must inform students of their policy for admitting students who come "late" to a class session. It is suggested that the instructor give a short break during the class session if the class is scheduled to meet for more than one hour.

9. EXCUSED ABSENCES

Excused absences can only be granted by the Program Director. Advanced education students must notify the respective Program Director of any illness or other unusual circumstances that may necessitate absence from classes, laboratory work, clinic sessions or other required activities. Advanced education students must also inform and consult with affected course directors who will determine the indication and nature of any make-up work. Affected advanced education students must sign the "Excused Absence Form," which is then returned to the respective Program Director for final approval.

10. LEAVE OF ABSENCE

A voluntary leave of absence by an advanced education student must be approved by the Program Director. A leave of absence may be granted to enable an advanced education student to resolve personal, health or academic problems. A request for a leave of absence must be presented in writing and addressed to the Program Director. The written notification must state the start date of the requested leave, the intended return date to the program, and the justification for the leave.

- **Leaves of Absence to Resolve Personal or Health Problems:** When health is at issue, the request should contain documentation and a recommendation from the

student's physician or other health care provider. All submitted materials will be kept in confidence to the extent provided by law.

- **Leaves of Absence for Academic Remediation:** The Program Director will determine if the advanced education student requires leave to repeat or otherwise make-up academic work. An advanced education student will not be granted a leave of absence solely to avoid completing course requirements in a timely manner.
- **Leaves of Absence to Participate in an Educational Program, Research or Service-Engagement:** The advanced education student must submit a petition specifying the goals and scope of educational program, research or service-engagement opportunity to the Program Director.

An advanced education student wishing to return from a leave of absence must request in writing (at least 30 days prior to the expiration of the leave) authorization to do so from the Program Director. The petition should confirm the anticipated date of return and should document that the reason for the leave has been met. For leaves granted for health reasons, documentation from the advanced education student's health care provider must be included, and must specify that the return to the program does not create a risk of harm to the student, other students, patients, faculty and staff. Advanced education students on academic leave must document successful remediation. Returning advanced education students, whose clinical skills may have diminished during their absence, may require an individualized program of remediation. Readmission of advanced education students on leave of absence to the School of Dental Medicine is dependent on the availability of space and the satisfactory completion of all required examinations or remediation.

11. WITHDRAWAL FROM THE SCHOOL OF DENTAL MEDICINE

Advanced education students may voluntarily withdraw from the advanced education programs in the specialties at the School of Dental Medicine, but they must notify the respective Program Director in writing of this request. The written notification must state the effective date of the withdrawal. Individuals who wish to return after formal withdrawal must reapply for admission in accordance with the guidelines above (Section 10).

12. ACCOMMODATION FOR ADVANCED EDUCATION STUDENTS WITH DISABILITIES

Any advanced education student who believes he or she has a physical, psychological, medical or learning disability that may impact on course or clinical work should contact the respective Program Director, Associate Dean for Education and Stony Brook University Disability Support Services (631-632-6748 or sasc@stonybrook.edu). The latter office will, in consultation with the School of Dental Medicine, verify the advanced education student's disability and determine what accommodations are necessary and appropriate. All information and documentation regarding the request and disclosed disability will be kept confidential.

An advanced education student who has a verified disability that affects his or her academic performance and who wishes special accommodations to be made has the responsibility of notifying course directors at the beginning of each course and specifying the approved

accommodations. Advanced education students failing to notify course directors at the beginning of the course of their disability and needs may lose their right to special accommodations.

The determination by Disability Support Services (in consultation with the Program Director and Associate Dean for Education) that an advanced education student's disability warrants special accommodations may dictate provisions covering all examinations given as part of the specialty program's curriculum.

13. STUDENT RECORDS

The respective Program Director maintains a permanent record for each advanced education student that includes an academic file. The file contains admissions and registration materials, evaluation forms, academic summaries, and other relevant correspondences. The file contains information deemed necessary for the proper documentation of the advanced education student's progress through the advanced education specialty curriculum of the School of Dental Medicine. The files are available for review by the respective advanced education students and by accrediting agencies such as the Commission on Dental Accreditation (CODA).

The maintenance and utilization of academic files are guided by national standards (see Section 14). Any faculty member at the School of Dental Medicine who has a legitimate need may review an advanced education student's academic file after gaining permission from the Program Director and/or Associate Dean for Education. Official copies of advanced education students' academic records will be submitted to requesting institutions (i.e., in support of applications to residencies, specialty training programs, licensing boards, etc.) only upon **written request** from the advanced education student.

Official transcripts of studies completed at other institutions, which have been presented to the School of Dental Medicine for admission or evaluation for credit for transfer and/or advanced standing, cannot be copied or reissued. If a transcript of this work is needed, it must be obtained directly from the institution that originally issued the document.

NOTE: the University, Health Sciences Center and School of Dental Medicine reserve the right to withhold issuance of a copy of an advanced education student's academic record for any advanced education student who has failed to meet all financial obligations.

14. EDUCATIONAL PRIVACY AND ACCESS TO ADVANCED EDUCATION STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) sets forth federal requirements designed to protect the confidentiality of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records. FERPA affords students certain rights with respect to their education records. These include the right for a student to inspect and review his or her education records within 45 days of the date that the University receives a request for access. Students should

submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

If an advanced education student believes their educational record is inaccurate or misleading, he or she has the right to request an amendment. Students should write the University officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision. If appropriate, additional information regarding the possibility of a hearing will be provided to the student.

Advanced education students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic (faculty) or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Students have the right to file a complaint with the US Department of Education concerning alleged failures by Stony Brook University to comply with the requirements of FERPA. Complaints should be sent to the following address:

Family Policy Compliance Office
US Department of Education
Washington, D.C. 20202- 4605

The University (in accordance with FERPA) has designated the following information about students as public (directory) information:

- Name
- Address (local and home, including e-mail)
- Date and place of birth
- Telephone (local and home)

- Program of study (including college of enrollment and major)
- Enrollment status (e.g., full-time, part-time, withdrawn)
- Dates of attendance
- Degrees, certificates and awards received
- Previous educational agencies or institutions attended
- Participation in officially recognized activities and sports
- Weight and height of members of intercollegiate athletic teams
- Likenesses used in university publications.

Advanced education students have the right to have this directory information withheld from the public if they so desire. Each student who wants all directory information to be withheld (including items to be published in the Student Directory) shall so indicate by completing a "Change of Information Form," which can be obtained from the Office of the University Registrar or any college/extended campus office. At least 10 days should be allowed for processing of these requests. The University receives many inquiries for "directory information" from a variety of sources, including friends, parents, relatives, prospective employers and other institutions of higher education, honor societies, licensing agencies, government agencies and the news media. Each student is advised to carefully consider the consequences of a decision to withhold "directory information." The University in all good faith will not release directory information requested to be withheld, and any requests from persons or organizations outside the University will be refused unless the student provides written consent for the release.

Applicable regulations include:

- The Family Educational Rights and Privacy Act (FERPA)
- The USA Patriot Act (amends FERPA)
- New York State Law (regulates use of students' social security and identification numbers)
- University Policy 507 (Student Access to Academic Records)

III. ACADEMIC STANDARDS

Introduction

An advanced education student's academic standing is subject to university standards and to the policies of the School of Dental Medicine (SDM). The dean of the school shall be responsible for final decisions concerning an advanced education student's status. An advanced education student needs to be in good standing to maintain matriculation within the school's programs. If the advanced education student fails to maintain good academic standing, they may be subject to either: departmental warning, probation, suspension, reinstatement, or termination. Advanced education students have right of appeal to challenge any change in academic standing. In cases of academic dishonesty, see SDM Honor Code.

POLICIES AND PROCEDURES

A. GOOD STANDING

An advanced education student who meets the following academic standards of the School of Dental Medicine will be considered to be in good standing:

1. Successful Completion of all courses, laboratory exercises, minimal clinical accomplishments, and competency examinations.
2. Conducted themselves in accordance with high standards of professional and academic ethics.
3. In the course of academic evaluation, students must also demonstrate adherence to professional codes of ethics, sensitivity to patient and community needs, and appropriate professional behavior and demeanor. This includes the ability to work with and relate to peers and other members of the health care team, attitude, attendance, appearance and punctuality.

If an advanced education student loses good standing status, he/she will be placed on Academic Probation. Only students in good standing will be permitted to begin a new academic year, except on the specific recommendations of the Program Director. If such permission is given, the Program Director shall stipulate, in advance, the specific method and time limit the student has to restore their good standing status. At the completion of the indicated time period, the Program Director will re-evaluate the progress of the student, and recommend either re-instatement of good academic standing status or dismissal from the School of Dental Medicine.

- *Examples of inappropriate behavior may include the inability to respond to constructive criticism, failure to recognize the impact of verbal/non-verbal communication without appropriate modification, inaccuracy of self-assessment, and inability to adapt to change.*

B. DEPARTMENTAL WARNING Policy

An advanced education student who does not meet the standards set forth in Section II.A.3 shall be given a departmental warning. Depending on the severity of non-compliance with II.A.3 the advanced education student may either receive a departmental warning, or be placed on probation or both. Students who are not in good standing (e.g., failure of a course, inappropriate professional behavior) shall be informed of this finding/assessment in writing by the Program Director. This warning does not imply or necessarily preclude suspension and/or probation.

Procedure

1. At biannual intervals the program faculty will review each student's record and identify students who fail to meet expected professional standards of conduct and/or who are experiencing academic difficulty, by means of faculty consultation, or by means of these academic records (e.g., by New Innovations).

2. The Program Director may inform the student in writing of the difficulty and possible consequences, and inform the student of resources available for remediation.
3. The Program Director will follow up on the student's progress and be available for consultation.
4. A student may receive any number of these "warning" letters from the Program Director without a change in academic standing.
5. A student may be placed on probation or suspended without receiving prior "warning" letters. Depending on the severity of non-compliance with II.A. 3 the student may receive a departmental warning and/or probation.

C. PROBATION Policy

A student who does not meet the standards set forth in sections II.A.1 & 2, e.g., a student who does not maintain the appropriate level of competency, as defined by the respective program's assessment standards, or does not demonstrate appropriate professional behavior shall be placed on probation for an appropriate academic period. Depending on the severity of non-compliance with II.A. 3 the student may either receive a departmental warning, or be placed on probation or both. A student who has been placed on probation (e.g., failure of a prerequisite) may not ordinarily be permitted to participate in full-time clinical practice, except under extraordinary circumstances, and upon recommendation by the Program Director to the Dean.

Procedure

1. The Program Director, acting on information provided by the department faculty, will recommend probation to the Dean, by memo, as soon as possible after probation is indicated.
2. The Program Director's memo to the Dean may include:
 - a. the reasons for such action
 - b. the period of time for probation
 - c. the conditions for removal from probationary status
 - d. documentation substantiating the action
3. After receipt of the Program Director's recommendation, the Dean shall inform the student of the decision and conditions for probation in writing within ten (10) business days. Copies of this letter go to the Program Director and the Office of Education.
4. If the student has met the conditions for removal from probation by the end of the probation period, the Program Director, with advisement of department faculty, will recommend return to good academic standing to the Dean. The Dean will then act on this recommendation within ten (10) business days.

5. If the student has not met the conditions for reinstatement and there is evidence that the student should not be immediately terminated, the Program Director may choose to recommend to the Dean an extension of the probationary period.
6. The student may request extension of probation by petition to the Dean who would ordinarily refer this to the Program Director for review and recommendation. In this case, the Program Director would be asked to submit a statement concerning the student.
7. If the student has not met the conditions by the end of the probation period, the student will be subject to termination.

D. SUSPENSION

POLICY

The Program Director and attending faculty, reserve the right to recommend the suspension of any student whose conduct or academic performance is judged to render the student unfit for the training in or the practice of dentistry, or whose health status is such that they pose a risk of harm to themselves, other students, patients, faculty, and staff, as per 10NYC RR405. In addition, an administrative suspension may be instituted by the Associate Dean for Education when a student poses an imminent risk of danger to self, others or the institution. An administrative suspension begins immediately and the student may not participate in school activities. The student has fourteen (14) days from being notified of the suspension to appeal the decision to the Dean.

Procedure

1. A student may be recommended for suspension by the Associate Dean for Education on the recommendation of the Program Director and/or faculty any time there is a serious error in professional judgment on the part of the student (e.g., actions taken by the student that jeopardize patient safety).
2. Whenever possible complete documentation should be kept of any incidents leading to the recommendation for suspension.
3. The Program Director's recommendation for suspension must include:
 - a. the reasons for suspension;
 - b. the defined period for suspension, not to exceed one year; and
 - c. the conditions for reinstatement.
4. The Dean will review for acceptance, rejection, or modification the Program Director's recommendation for suspension and inform the student of the decision in writing within ten (10) business days.
5. Compliance with conditions:
 - a. If the student has met the conditions by the end of the suspension period, the Program Director may recommend reinstatement to the Dean, who will then inform the student of the decision in writing within ten (10) business days

- b. If the student has not met the conditions for reinstatement by the end of the suspension period, the student will be subject to termination.
 - c. Suspension may be extended by the Program Director's recommendation to the Dean, with appropriate documentation to warrant continuation of suspended status. The Dean shall notify the student of the extension, the extension period, and the conditions for reinstatement by letter within ten (10) business days.
6. Grades for interrupted courses will be determined for each student on an individual basis by the program faculty for each course. The options are withdrawal, incomplete, or delete.
 7. While an administrative suspension may begin immediately, the Program Director recommended suspension begins fourteen (14) days after the student receives notification of the decision and the student may continue to participate in school activities during that period. If the student wishes to appeal the decision to the Dean it must be done within ten (10) business days.
 8. A student may appeal suspension by petitioning the Dean, who will ordinarily refer this to the Program Director for review and recommendation. In such cases, the student must inform the Dean in writing no later than fourteen (14) business days after receipt of written notice of suspended status. In the written letter petitioning the appeal, the student shall state their intention to, and reasons for, the appeal.
 9. A suspended student will not be granted a leave of absence except under extenuating circumstances.
 10. A student's suspension becomes official if the student fails to appeal in ten (10) business days or when and if the Dean denies the appeal. At that point the student is removed from the class list and from courses in the remaining academic year.

E. REINSTATEMENT **Policy**

After a student who has been placed on Academic Probation has completed the required remediation, the Program Director will review the results on the remediation and the student's academic record and determine whether or not the student will return to good standing.

Procedure

1. Reinstatement requires a memo from the Program Director to the Dean for recommendation of reinstatement.
2. The Dean will advise the student in writing within ten (10) business days of the change in status.
3. Probation
 - A student who has been placed on Academic Probation for failing a didactic or clinical course will be returned to good standing upon satisfactory completion of the course.

- A student who has been placed on Academic Probation for failing to maintain acceptable academic ethics and professional behavior will be reinstated to good standing upon satisfactory completion of the program of remediation specified by the Program Director and receiving satisfactory formative and summative assessments of professional behavior.

4. Suspension or Leave

Reinstatement after a suspension or leave period means that the student is allowed to register for courses, but may not necessarily be in good standing. The student's academic standing would depend on the conditions for reinstatement, and individual circumstances.

F. TERMINATION / DISMISSAL

Policy

A student who fails to satisfy the conditions imposed by the dean by the end of the probationary or suspension period will be subject to termination. A student who has been informed that he/she is subject to termination will not be permitted to participate in any school activities pending any appeal process except under extraordinary circumstances as determined by the Program Director and the Dean.

The Program Director may recommend dismissal if a student:

- fails a single course while on academic probation;
- has been cited for lack of acceptable academic ethics or professional behavior;
- fails to proceed through the curriculum in accordance with requirements specified by the respective advanced education program.

The decision to dismiss shall be made only after full consideration of the student's entire academic record. Unless the Program Director or the Dean determines otherwise, a student who is recommended for dismissal will be allowed to continue to attend classes pending a final decision by the Dean.

Procedure

1. A student may be recommended for termination by the Program Director at the close of a probationary, suspension, or leave period if the student has failed to satisfy the conditions for reinstatement.
2. The Program Director will inform the Dean, in writing within ten (10) business days, that the student has failed to satisfy the conditions for reinstatement and that the student is recommended for termination. The reasons for this decision and the conditions for reinstatement that have not been met shall be provided to the Dean by the Program Director, along with supporting documentation.
3. The Dean will inform the student, in writing by certified mail, that termination has been recommended and that the termination will be stayed if the student chooses to exercise the right to appeal. If appeal is elected, the student must do so in writing, stating the reason(s) for the appeal, within ten (10) business days following the student's receipt of the letter from the Dean.

4. If the student does not appeal the decision, he/she is terminated automatically by the Dean at close of business on the tenth (10) business day following receipt of the Dean's certified letter.

G. APPEAL POLICY

If a student wishes to appeal a recommendation made by the Program Director to the Dean, the student must direct a letter stating the reason(s) for the appeal to the Dean, who may refer this to the Program Director for review and recommendation. If the student wishes to challenge the final decision made by the Dean, a further appeal may be directed to the Vice President, Health Sciences Center within ten business days of receipt of the written notice of change in academic standing.

Procedure

1. If the student chooses to appeal a change in academic standing, he/she must inform the Dean in writing of the intent, and reason(s) for the appeal, within ten business days of receipt of the Dean's certified letter. Reasons for appeal may include the perception by the student that departmental or program policies and procedures were not followed. Appeals will not be granted to those students seeking to challenge course grades, or the validity of exams/exam questions.
2. If the student submits a written request, he/she may be present for the hearing. The student may also bring witnesses and an advisor to the hearing. If such is the intent, the student must inform the Program Director in writing no later than five (5) business days before the hearing, identifying the witnesses and advisor by name and title.
3. The Program Director will create a hearing board. Hearing boards are made up of individuals on the Advanced Education Committee and the program's faculty. A hearing board shall consist of a minimum of five (5) voting members and a hearing officer. Normally the Director of Advanced Education Programs serves as the hearing officer, except under unusual circumstances (e.g., illness, conflict of interest). In such case, the elected alternate hearing officer will be notified. In all hearings there will be at least one advanced education student and four (4) faculty present as voting members plus the hearing officer. When a quorum is not available, hearing boards may be staffed by past members of the committee. In instances where it is impossible to reach a quorum with current or past committee members, *ad hoc* appointees will be determined by the Dean.
4. The committee chair will ask the Program Director to prepare a statement concerning the student's request for appeal and to produce all pertinent documentation and list witnesses, if any.
5. The hearing officer will set a time for the hearing at the earliest possible date to allow all concerned parties adequate time for preparation. Unless there are unusual circumstances, the hearing will be scheduled no sooner than five (5) business days, and no later than ten (10) business days after receipt of the student's written notice of intent to appeal.

6. The hearing officer will open the hearing by presenting the Program Director's written recommendation. The role of the hearing officer shall be to oversee the hearing process, ensure that the policies and procedures of the SDM governing the process are followed, and ensure that the hearing moves in an orderly manner. As a member of the Advanced Education Committee, the hearing officer may ask questions of principles and witnesses. The hearing officer will participate in the proceedings but cast no vote, except as noted in 10 below.
7. The student's written statement will explain the grounds of appeal and include any documentation supporting the reason for the appeal.
8. The Program Director and the student may call witnesses to the appeal hearing if the testimony would prove relevant to the final decision.
9. The advisor may counsel their advisee during the hearing but does not have privilege of the floor.
10. After reviewing all of the evidence and interviewing any witnesses, the hearing board will meet in executive session to review all information presented during the hearing and come to a decision. All decisions of the board shall be by majority of the voting members present; voting shall be by secret ballot. In case of a tie, the hearing officer will cast the deciding vote. The cast vote tally will not be divulged.
11. The chair will inform the Dean of the hearing board's recommendation to uphold or deny the student's appeal.
12. Complete records of the hearing shall be kept in the strictest confidence by the Program Director. Indeed, all case-specific activities, correspondence and communication related to the case shall be held in strict confidence by all members of the hearing board at all times both during and after the appeal.

H. APPEAL DECISION

1. The Dean of the School of Dental Medicine may or may not accept the recommendation of the hearing board and shall inform the student of the final decision in writing within ten business days.
2. Appeal Upheld:
If an appeal results in reversal/reinstatement the student shall be notified by the Dean, in writing, within ten business days.
3. Appeal Denied:
 - a. If an appeal from termination is denied, the student shall again be subject to termination. If the student wishes to pursue further appeal, no action will be taken on the student's status until the Vice President, Health Sciences Center has had the opportunity to review the case.
 - b. If an appeal from other than termination (e.g., probation, suspension) is denied, the student shall continue their present status until the conditions of probation or

suspension are met. A student who fails to satisfy the conditions imposed by the Dean by the end of the probationary or suspension period will be subject to termination.

4. Commission on Dental Accreditation (CODA):

In addition to having ultimate responsibility for determining a program's accreditation status, CODA is also responsible for adjudication of appeals of adverse decisions and has established policies and procedures for appeal. A copy of policies and procedures may be obtained from the Director, Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611.

I. LEAVE OF ABSENCE

Policy

A student may request a leave of absence for medical or personal reasons, but not for longer than one year. A suspended student will not be granted a leave of absence. A student may not be granted more than one leave of absence for other than medical reasons.

Procedure

1. A student requesting a leave of absence, either medical or personal, must do so in writing to the Program Director.
2. The Program Director reviews the leave request and makes a recommendation either approving or denying the request to the Dean, supplying a copy of the student's letter.
3. The Program Director's recommendation shall include the following:
 - a. Reason for leave.
 - b. Length of time of the leave, not to exceed one year.
 - c. The date by which the student must inform the program and the Dean, in writing of the intent to return (within two months prior to the date of resuming studies).
 - d. Academic standing of the student at the time of leaving and the time of resuming studies.
 - e. Any conditions for reinstatement (e.g., adequate classroom and clinical facilities).
4. The Dean shall inform the student, in writing, within ten (10) business days, of the final decision. Copies of this letter are sent to the Office of Education and the Program Director.
5. Students requesting a leave for medical reasons must also submit a physician's note recommending leave. A physician's note indicating that the student is able to resume studies when the leave is over shall be a condition for reinstatement.
6. Leave may be extended by the student's petition to the Program Director, who will review the request and make a recommendation to the Dean, as in #3 above, but in no case, will the leave be extended to total more than one year. (Under exceptional circumstances, a medical leave may be extended beyond one year.)
7. If the conditions for reinstatement are not met by the date indicated, the student will be subject to termination.

8. Should there be disagreement between the student and the Program Director concerning the arrangements for leave, the matter shall be referred to the Advanced Education Committee for review and recommendation.

J. WITHDRAWAL

1. AUTHORIZED WITHDRAWAL

Withdrawal from the Health Sciences Center, for any reason, will be recorded only when the student requests to withdraw in writing and the program director supports the request. The program director forwards the request to the dean. The date upon which the student requests to withdraw, and not the date of the last documented class attendance, is considered the official day of withdrawal. Non-attendance or notification to the instructors does not constitute formal withdrawal. The student must submit the form no later than 60 days after the date of the last class attended.

2. UNAUTHORIZED WITHDRAWAL

A student who leaves the program without obtaining an official withdrawal may forfeit the privilege of honorable dismissal and the prospect of readmission, and will be reported on the official student transcript as having failed all courses which have not been completed.

IV. ACADEMIC DISHONESTY

A. INTRODUCTION

Intellectual honesty is a cornerstone of all academic and scholarly work. Therefore, the University, including the School of Dental Medicine, views any form of academic dishonesty as a serious matter. The University Senate Academic Judiciary Committee is responsible for the establishment of general guidelines for dealing with academic dishonesty. The SDM's academic judiciary committee or the Program Director has the responsibility for handling individual cases of academic dishonesty. Academic dishonesty includes any act which is designed to obtain fraudulently, either for oneself or for someone else, academic credit, grades, or other recognition which is not properly earned. It is to behave, or to help another to behave, so as to improperly advance, protect, or diminish the academic status of individuals or the University.

B. EXAMPLES OF ACADEMIC DISHONESTY

Typical examples of academic dishonesty include but are not limited to:

1. CLASSROOM DISHONESTY

- a. Cheating on course examinations by the use of books, notes, or other aids when these are not permitted, or by copying from another student.
- b. Submission of similar papers or projects in more than one course without permission of the instructor(s).
- c. Collusion: Two or more students helping each other on an examination or assignment, unless specifically permitted by the instructor.
- d. Use of substitutes: Sitting in for another student at an examination, or permitting someone else to sit in for oneself.
- e. Plagiarism: The submission of another's work as one's own original work without

- proper acknowledgment of the source.
- f. Falsifying documents or records related to credit, grades, change of status forms (e.g., adds and drops), and other academic matters.
 - g. Altering an examination or a paper after it has been graded for the purpose of fraudulently requesting a revision of the grade.
 - h. Use of unauthorized materials for an exam or project (e.g., use of calculators on an exam where they have been prohibited, beepers, or other electronic devices).
 - i. Circulation and/or use of unauthorized "old exams".
 - j. Unauthorized possession of an exam, even if inadvertent or un-premeditated.
 - k. Theft, concealment, destruction, or inappropriate modification of classroom or other instructional material (e.g. posted exams, library materials, laboratory supplies, computer programs and outputs).
 - l. Preventing relevant material from being subjected to academic evaluation.

2. CLINICAL DISHONESTY

The principles of academic dishonesty shall also apply to those courses taken during the clinical phases of a program of instruction. In clinical programs academic dishonesty shall be defined further to include, but not be limited to:

- a. Falsification of client or institutional records.
- b. Concealing information or activities that affect the safety and well-being of patients.
- c. Inappropriate violation of client confidentiality.
- d. Engaging in activities that are contrary to professional codes of ethics or standards or practice as defined by the program, school, or professional associations.
- e. Misrepresenting one's role as a student to an institution, client, or to the public at large so as to mislead them in their expectations of the student's competencies and/or limitations.
- f. Failure to seek supervision for clinical activities or neglecting to obtain required clearance for such clinical activities.
- g. Performance of procedures without supervision, for which the student has not been prepared.
- h. Failure to follow the University guidelines regarding the use of human subjects or laboratory animals in research or experimentation.

C. ACADEMIC DISHONESTY POLICY

1. Under the principle of academic freedom, each faculty member reserves the authority, and with it the responsibility, to clearly define the bounds of acceptable conduct and to carry on his/her duties in a fashion conducive to academic honesty. The faculty member retains the right to take immediate and appropriate actions to prevent and/or deal with any act of unacceptable conduct on the part of a student. Students may bring forth charges of academic dishonesty as well. The faculty member and/or student shall formally refer the matter to the Program Director to resolve acts of academic dishonesty within the program from which the student originates.
2. Students who are accused of academic dishonesty during an exam have the right to and should be encouraged to finish the exam; in this way students who appeal the accusation

will have a completed exam on which their final grade will be based, should the accusation not be sustained. When academic dishonesty is suspected during an exam it is at the discretion of the instructor whether the student should be informed of suspicions immediately or when the exam is over. When academic dishonesty is confirmed before an exam (e.g., unauthorized possession), the student should be prohibited from taking that exam; if the instructor suspects that other students may have been exposed to the exam, the instructor may void that exam, at his/her discretion, and re-test. The course instructor may recommend a penalty prior to a formal finding of academic dishonesty; the student may either admit to academic dishonesty and accept the penalty, or appeal the finding or the penalty to the Program Director. Students who are accused of academic dishonesty while on clinical rotation should be allowed to continue during the appeal process, unless the department or clinical institution believes that this would not be in the client's best interest.

3. Students are presumed innocent until found guilty. Students may be found guilty of academic dishonesty on the basis of preponderance of evidence. This may be obtained from direct evidence, circumstantial evidence, or a combination of the two. For example:
 - a. In cases of suspected plagiarism, a dramatic change in writing style may contribute toward a finding of guilty; identification of source material strengthens the accusation.
 - b. Possession of an accessible crib sheet may contribute toward a finding of guilty even if the student was not observed using the crib sheet.
 - c. Students may be found guilty of academic dishonesty if they are observed to be communicating with one another even if there is no clear indication on the exam paper of where collusion may have taken place.
 - d. Students may be found guilty of academic dishonesty on the basis of similarity between exams, papers, or other work even though there were no witnesses to communication between the accused students.

D. ACADEMIC DISHONESTY PROCEDURE

1. ALLEGATIONS

Any member of the academic community may bring forth a complaint of academic dishonesty concerning a SDM advanced education student. Such complaints are normally submitted to the director of the program from which the student originates. The Program Director shall review the nature of the complaint. The Program Director has two options:

- a. *If the allegation is uncontested by the student,* the Program Director may decide to resolve the allegation within the program. In this instance, the Program Director shall inform the student of the nature of the allegation, review the evidence, consult with the accuser, the accused, and relevant (involved) faculty as appropriate, and render a penalty. This penalty must be acceptable to both the accused and the accuser in order for resolution at the departmental level to be accomplished. The Program Director shall also inform the student of their right to appeal to the program's academic standing committee. If the student chooses to appeal the penalty rendered by the Program Director, the Program Director shall inform the Dean's office and the program's academic standing committee in writing within five

- business days of the decision and forward all relevant documentation to both parties.
- b. *If the allegation is contested by the student,* the case shall be referred directly to the program's academic standing committee. In the latter instance the complaint should be addressed to the Dean with copies to the program's academic standing committee.

Upon completion of resolution at the programmatic level, the Program Director shall submit a typewritten report and the Program Resolution Form (PRF: see Appendix A) to the Associate Dean for Education with full particulars, within five (5) working days of the resolution.

The Program Director shall oversee the program resolution process in order to ensure that appropriate policy and procedure is adhered to and in order to monitor equality of penalties across SDM programs.

The Associate Dean for Education shall maintain PRFs in a separate file from the advanced education student's record. The PRFs shall be accessible to only the Dean. The Program Director shall also maintain PRFs in a file accessible only to the Program Director. The PRF cannot be used against the student in any subsequent *allegation* of academic dishonesty. The PRF can only be used in a *finding* of academic dishonesty, and then only in the *penalty* (closed session) phase of the hearing.

Role of the Director of Advanced Education Programs: The Director of Advanced Education Programs may offer advisement concerning policies and procedures to the accused student once charges of academic dishonesty have been brought forth. The Director of Advanced Education Programs shall limit advisement to the accused student and their advisors and family, as appropriate, to process, policy and procedure governing academic dishonesty.

Role of the Associate Dean for Education: The Associate Dean may offer advisement concerning policies and procedures to the faculty or student accuser and/or program director once charges of academic dishonesty have been brought forth. The Associate Dean shall limit advisement to the accuser/program director to process, policy and procedure governing academic dishonesty.

2. INFORMING STUDENT

Upon receipt of an accusation the Program Director will immediately inform the student of the charge and the mechanism of appeal. Upon written request, accused students have right of access to copies of relevant documentation concerning the charges, which may include the letter of accusation from the person bringing forth the charges and statement(s) of witness(es), if any. The Program Director shall provide such documentation as soon as it is reasonably possible.

3. INVESTIGATION

The Program Director will investigate charges of academic dishonesty, determine whether the charges are substantiated by a preponderance of evidence, and define extenuating

circumstances, if any.

4. PENALTIES FOR ACADEMIC DISHONESTY

A course instructor may render a penalty for any suspected act of academic dishonesty. If the accused student appeals the finding or penalty to the Program Director the Program Director may either support the course instructor's penalty, or render its' own penalty.

The penalty for any substantiated act of academic dishonesty may be expulsion from the school unless the Dean and the Program Director in which program the accused is a student concur with a recommendation for a modified penalty.

- a. In Course Work: Penalty may be dismissal from the University and/or may be a specific course failing grade. A failing grade received by a student found guilty of academic dishonesty may not be removed by withdrawal from the course or changed to pass.
- b. In Clinical Work: An allegation of academic dishonesty in clinical work reviewed and accepted by the Program Director in accordance with academic standing policies may lead to an immediate suspension of the student. Students found guilty of such an allegation may be dismissed from the University.
- c. Other Situations: In cases of academic dishonesty not related to a course (e.g., stealing a library book) a suitable notation may be entered on the student's permanent academic record, as determined by the Program Director. All such cases are to be reported to the Program Director.

E. MULTIPLE OFFENSES

If a student is found to have committed two or more acts of academic dishonesty, the Program Director in consultation with the Dean or his designee shall consider a further penalty, in addition to those already established for the separate offenses.

F. APPEAL Policy

If a student wishes to appeal a recommendation made by the Program Director to the Dean, the student must direct a letter stating the reason(s) for the appeal to the dean, who may refer this to the program's faculty for review and recommendation. If the student wishes to challenge the final decision made by the Dean, a further appeal may be directed to the Vice President, Health Sciences Center within ten business days of receipt of the written notice of change in academic standing.

Procedure

1. If the student chooses to appeal, he/she must inform the Dean in writing of the intent, and reason(s) for the appeal, within ten business days after the accused receives written notice of the charge. A reason for the appeal may include the student's intent to contest either the charge or the penalty.
2. If the student submits a written request, he/she may be present for the hearing. The student may also bring witnesses and an advisor to the hearing. If such is the intent, the

student must inform the Program Director in writing no later than five business days before the hearing, identifying the witnesses and advisor by name and title.

3. The Program Director will create a hearing board. Hearing boards are made up of individuals on the Advanced Education Committee. A hearing board shall consist of a minimum of five voting members and a hearing officer. Normally the Director of Advanced Education Programs serves as the hearing officer, except under unusual circumstances (e.g., illness, conflict of interest). In such case, the Director of Advanced Education Programs will notify the elected alternate hearing officer. In all hearings there will be at least one student and four faculty present as voting members plus the hearing officer. Neither the course instructor nor any faculty member of the program from which the charge originated shall be impaneled on the hearing board. When a quorum is not available, hearing boards may be staffed by past members of the committee. In instances where it is impossible to reach a quorum with current or past committee members, *ad hoc* appointees will be determined by the Dean.
4. The committee chair will ask the accuser to prepare a statement describing the student's behavior that triggers the charge of academic dishonesty and to produce all pertinent documentation and list witnesses, if any.
5. The Associate Dean for Education shall be available to explain process, policy and procedures to any faculty or student accuser once a formal charge has been brought forth. The Director of Advanced Education Programs shall be available to explain process, policy and procedures to the accused advanced education student.
6. The hearing officer will set a time for the hearing at the earliest possible date to allow all concerned parties adequate time for preparation. Unless there are unusual circumstances, the hearing will be scheduled no sooner than five business days, and no later than ten business days after receipt of the student's written notice of intent to appeal.
7. The hearing board shall attempt to reach a decision on the basis of the evidence before it, regardless of the presence or absence of the persons concerned, their witnesses, or their advisers. In cases where reasonable notice of absence has been given (at least 24 hours), the hearing will be postponed to be rescheduled as soon as possible.
8. The hearing officer will open the hearing by presenting the accuser's written recommendation. The role of the hearing officer shall be to oversee the hearing process, ensure that the policies and procedures of the SDM governing the process are followed, and ensure that the hearing moves in an orderly manner. As a member of the Advanced Education Committee, the hearing officer may ask questions of principles and witnesses. The hearing officer will participate in the proceedings but cast no vote except to break a tie vote.
9. The accused student's written statement will explain the grounds of appeal and include any documentation supporting the reason for the appeal.

10. When two or more students are accused of collusion in an academic dishonesty accusation, each shall have the opportunity to meet with the board independently of the other(s) and the others' advisers and witnesses.
11. The advisor may counsel their advisee during the hearing but does not have privilege of the floor.
12. The accuser and the student may call witnesses to the appeal hearing if the testimony would prove relevant to the final decision.
13. After reviewing all of the evidence and interviewing any witnesses, the hearing board will meet in executive session to review all information presented during the hearing and come to a decision. All decisions of the board shall be by majority of the voting members present; voting shall be by secret ballot. In case of a tie, the hearing officer will cast the deciding vote. The cast vote tally will not be divulged.
14. The chair will inform the Dean of the hearing board's recommendation to uphold or deny the student's appeal.
15. Complete records of the hearing shall be kept in the strictest confidence by the chair of the program's academic standing committee. Indeed, all case-specific activities, correspondence and communication related to the case shall be held in strict confidence by all members of the academic standing committee at all times both during and after the appeal.

G. APPEAL DECISION

1. The Dean of the School of Dental Medicine may or may not accept the recommendation of the hearing board and shall inform the student of the final decision in writing within ten (10) business days. The Dean shall notify the student, the instructor, and the Program Director of the decision. The Dean shall also notify the student that any further appeal must be made within five (5) business days of receipt of the Dean's decision.
2. Appeal Upheld:
If an appeal results in reversal/reinstatement the student shall be notified by the dean, in writing, within ten business days.
3. Appeal Denied:
 - a. If an appeal from academic dishonesty is denied, the student shall again be subject to the imposed penalty. If the student wishes to pursue further appeal, the accused may appeal the hearing board's findings directly to the Dean. Appeals must be based on new evidence and/or errors in procedure or conduct on the part of the board. This new appeal to the Dean must be presented in writing within five business days of the notification of the student of the original hearing board decision.
 - b. To hear the new appeal, the Dean shall either rule on the merits of the letter from the accused defining the basis of the appeal, or appoint a special *ad hoc* committee composed of faculty and students from the School of Dental Medicine who have not

previously been involved in the case. This new hearing shall follow the above procedures and shall hear all witness statements and any new evidence presented by either side.

c. Any subsequent appeals shall follow the above procedures and should be addressed to the Vice President, Health Sciences Center.

4. Commission on Dental Accreditation (CODA):

In addition to having ultimate responsibility for determining a program's accreditation status, CODA is also responsible for adjudication of appeals of adverse decisions and has established policies and procedures for appeal. A copy of policies and procedures may be obtained from the Director, Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611.

H. CONFIDENTIALITY

Unless the program's academic standing committee specifically decides otherwise as provided above, all records of findings of academic dishonesty are confidential and are accessible only to the student, the committee, the Dean, and to the Vice President, Health Sciences Center or his/her designee. In order for other individuals or agencies to be granted access to findings they must be specifically granted such access in writing by the student named in the case. In situations where more than one student is involved, the information given out will only pertain to the individual student and only upon written permission from that student. The hearing board may request that a statement of the board's finding be entered in the student's permanent education record.

APPENDIX A

**SDM ACADEMIC DISHONESTY INCIDENT REPORT
PROGRAM RESOLUTION FORM**

PROGRAM:

ACCUSED:

CHARGES BROUGHT FORTH BY:

DATE OF ALLEGED EVENT:

DESCRIPTION OF ALLEGED EVENT:

PROGRAM DIRECTOR NOTIFIED:

(As soon as possible after alleged event)

Date of notification: _____

DATE OF RESOLUTION:

DESCRIPTION OF RESOLUTION PROCESS:

OUTCOME OF RESOLUTION PROCESS:

SUPPORTIVE DOCUMENTATION, INCLUDING SEPARATE STATEMENTS FROM ACCUSER AND ACCUSED REGARDING THE INCIDENT, ATTACHED:

PENALTY:

SIGNATURE PAGE

TO THE ACCUSED: I have been notified of the accusation, and have been referred to the policies and procedures for academic dishonesty which is a part of my policies and procedures manual. I have been informed of my right to consult the Associate Dean for Education and the Director of Advanced Education Programs on matters pertaining to policy and procedure on academic dishonesty. I have been presented with the opportunity to admit the allegation and accept the penalty recommended by the program. I have also been advised of my right to appeal this allegation and/or penalty to my Program Director. I have also been advised that the Commission on Dental Accreditation is also responsible for adjudication of appeals of adverse decisions and has established policies and procedures for appeal. A copy of policies and procedures may be obtained from the Director, Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611.

I have been given a time period of five (5) business days to consider either resolution within the program or adjudication by the hearing board of the Advanced Education Committee.

Signed: _____ Date: _____

TO THE ACCUSED: I have been notified of the accusation, and agree that I have committed the act of academic dishonesty described above:

Signed: _____ Date: _____

OR

I have been notified of the accusation, and deny that I have committed the act of academic dishonesty, and request that the allegation be brought forward to my Program Director:

Signed: _____ Date: _____

TO THE ACCUSED: I have been advised of the penalty, and am in full agreement, and will comply, with the penalty:

Signed: _____ Date: _____

OR

I have been advised of the penalty, and do not accept the penalty, and therefore request that the matter be brought forward to my Program Director:

Signed: _____ Date: _____

TO THE FACULTY OR STUDENT ACCUSOR: I have been advised of the penalty, and/or process as appropriate, and am in full agreement with the penalty:

Signed: _____ Date: _____

OR

I am not in agreement with the penalty and request that the matter be brought forward to the program's Program Director:

Signed: _____ Date: _____

TO THE PROGRAM'S PROGRAM DIRECTOR: I have overseen the program resolution process, and found it to be in compliance with current policies and procedures governing academic dishonesty.

Signed: _____ Date: _____